



PERMATA BANGSA SCHOOL

GLOBAL EDUCATION

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- 1) **Maintaining Social Distancing and preventing staff and pupils mixing with other groups**
- A. Class sizes will be reduced as follows (delete as appropriate):
- In TK (Early Years) settings, group sizes will be approximately split set according to the staff to child ratios (1:5).
 - In SD (Primary school), classes already in line with guidelines. Staff to child ratios (1:13) with one teacher and a teaching assistant if needed. Guideline recommendation currently (1:17).
 - In SMP/SMA (secondary school), classrooms, labs and workshops will be rearranged to ensure seating positions are 2 meters apart and class sizes set accordingly. Staff to child ratios (1:13) with one teacher and a teaching assistant if needed. Guideline recommendation currently (1:17).

- B. If there is a shortage of teachers, to ensure the reduced classes can still be supervised, substitution staff will be used to lead classes, under the remote direction of other teaching staff.
- C. If necessary, settings will focus on providing places for priority groups, followed by TK (early years learning groups) in the following order of priority:
- i) TK (early years settings) - 3- 4- and 5 year olds followed by
 - ii) SD (primary schools), years 1 – 6
 - iii) SMP (secondary 1), years 7-9
 - iv) SMA (secondary 2), years 10-12
- D. The school will ensure, as far as reasonably practicable, that the same teacher(s) and support staff are assigned to each group and that these stay the same during the day and on subsequent days.
- E. Children will use the same classroom or area of the building throughout the day.
- F. Pupils/students will sit at the same desk each day if attending on consecutive days.
- G. In secondary and practicum settings, the number of different staff groups have contact with will be reduced as far as possible, but some subject specialist rotation of staff will be required. For subjects such as English, maths, languages and humanities, students will remain in their form room and the subject teacher will go to them.
- H. For subjects where room changes are unavoidable (i.e. ICT, Science labs and sport) because pupils are older, they will be expected to more easily understand and adhere to all other preventative measures such as distancing and hygiene and therefore the risk of these changes of environment will be reduced.
- I. Contact between people will be reduced by ensuring, as far as is reasonably practicable, that children/ young people and staff, only mix in small, consistent groups (bubbles) and that these small groups stay away from other people and groups. To achieve this the following controls will be implemented
- i) Altering classroom Layouts
 - ii) Altering timetables so that breaktimes can be staggered so that all children are not moving around the school at the same time
 - iii) Stagger lunchbreaks and if this is not possible, children/young people will have their lunches brought to their classroom.
 - iv) Planning breaktimes so that activities are carried out that allow a degree of interaction but whilst maintaining distancing. This means no 'free play', but organised and supervised activities, games etc. only.
 - v) Deciding which lessons or activities will be delivered
 - vi) Deciding which lessons or classroom activities could take place outdoors
 - vii) Using the timetable and the careful selection of classrooms and learning spaces to reduce movement around the building
 - viii) Staggering assembly groups
 - ix) Stagger drop-off and collection times
 - x) Planning parents' drop-off and pick-up protocols that minimise adult to adult contact
 - xi) Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.
 - xii) Groups to access classrooms directly from outside where possible
 - xiii) One-way circulation has been implemented or place a divider down the middle of the corridor to keep groups apart as they move through the building where spaces are accessed by corridors
 - xiv) The number of children/young people who use the toilet facilities at one time will be limited to ensure that toilets do not become crowded.
 - xv) Signs and symbols have been used on walls and floors to mark social distancing, circulation routes, good hygiene practice the location of hand sanitiser
 - xvi) To alleviate space inside, outside space will be used for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
 - xvii) Outdoor play structures will not be used because of the impracticality of cleaning it and doing so effectively.

- xviii) Halls, canteen areas and internal and external sports facilities will be used for lunch and exercise at half capacity. With staggered breaks in place, these areas can be shared because different groups will not mix or play sports together and adequate cleaning will take place between groups.

2) Spread of Coronavirus through Surface contamination

- A. As part of the enhanced cleaning regime during the coronavirus outbreak and reoccupation, surfaces that children/young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal.
- B. Play equipment is not shared between pupils during sessions and it is appropriately cleaned between groups of children using it. Multiple groups do not use play equipment simultaneously.
- C. Unnecessary items are removed from classrooms and other learning spaces and stored elsewhere
- D. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from use and stored elsewhere.
- E. Class teacher will open door and close their classroom door as necessary to prevent the need for door handling and touch plates being handled by students (fire safety procedures will be amended to ensure that doors are closed by the teacher in the event of an evacuation to prevent the spread of fire.
- F. Where practical, curtains and blinds have been removed to minimise the areas where viruses can be difficult or time consuming to remove.
- G. Blinds have been kept opened and locked where they cannot be removed.
- H. Rugs and mats have been removed where safe to do so to make cleaning and disinfection of floors easier.
- I. Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.

3) Maintaining good personal hygiene and handwashing regimes

- A. Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels.
- B. Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water.
- C. Enough hand washing facilities are available.
- D. Where a sink is not nearby, hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits. Sanitiser has been sourced that contains at least 60-95% alcohol
- E. Children and adults are to clean their hands, on arrival at the setting, before and after eating, and after sneezing or coughing
- F. The school has been in touch with public sector buying organisation partners (for example Ace Hardware) about proportionate supplies of soap, anti-bacterial gel, disposable towels and cleaning products if needed.
- G. Staff, parents and pupils have been advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- H. Help is provided to children and young people who have trouble cleaning their hands independently

- I. Adults and children/young people to thoroughly clean hands before lunch

4) Maintaining good hygiene standards within the building and grounds.

- A. A deep clean of the property / site was carried out before wider reoccupation.
- B. Appropriately experienced cleaning staff will be employed throughout the school day to ensure that cleaning of the building and specific areas of high use are cleaned at regular intervals, according to current best practice and a documented schedule
- C. Lunch tables to be thoroughly cleaned with detergent and chlorine dioxide disinfectant before each staggered lunch group.
- D. The following cleaning practices will be followed:
- i) Any locations they have entered will be cleaned with the school's standard detergent and chlorine dioxide disinfectant supply.
 - ii) Cleaners will wear disposable or washing-up gloves and necessary PPE.
 - iii) Disposable cloths, paper towels, ect. will be used to clean.
 - iv) Hard surfaces will be cleaned with either a combined detergent disinfectant solution or sprayed with chlorine dioxide spray (ClO₂ 100 ppm).
 - v) Warm water and detergent followed by ClO₂ disinfection (100 ppm).
 - vi) The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be adhered to
 - vii) Particular attention will be paid to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells and door handles
 - viii) Cleaners will avoid creating splashes and spray when cleaning
 - ix) A deep clean of the property / site was carried out before wider reoccupation.
 - x) Appropriately experienced cleaning staff will be employed throughout the school day to ensure that cleaning of the building and specific areas of high use are cleaned at regular intervals, according to current best practice and a documented schedule
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 - xvii) Warm water and detergent followed by ClO₂ disinfection (100 ppm).
 - xviii) The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be adhered to
 - xix) Particular attention will be paid to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells and door handles
 - xx) Cleaners will avoid creating splashes and spray when cleaning
 - xxi) After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags
 - xxii) Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- E. If someone with suspected coronavirus (COVID-19) has been in the school, as soon as they have vacated, the above hygiene procedures will be followed and:

- i) If an area has been heavily contaminated, such as with visible bodily fluids, from a person who is ill or showing COVID-19 symptoms, cleaners will also wear protective goggles and a fluid-resistant surgical face mask (FFP3, FFP2 or N95)
- ii) After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.
 - (1) put in a plastic rubbish bag and tied when full.
 - (2) placed in a second bin bag and tied.
 - (3) put in a suitable and secure place and marked for
 - (4) storage until the individual's test results are known.
 - (5) Waste will be stored safely and kept away from children.
 - (6) waste will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
 - (7) if the individual tests negative, waste will be put in with the normal waste
 - (8) if the individual tests positive, then waste will be stored according to Local Health Centre recommendations and then put in with the normal waste
 - (9) Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.

5) Maintaining good respiratory hygiene and clean air

- A. Children and adults are encouraged not to touch their mouth, eyes and nose
- B. Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach
- C. Individual bins are provided to pupils and adults with allergy symptoms, that are emptied and appropriately cleaned at regular intervals throughout the day.
- D. Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin.
- E. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.
- F. If children/young people or staff have cold symptoms, they will be asked to remain at home, because even though typical cold symptoms such as a runny nose and sneezing are not symptoms of Coronavirus, the spread of other illnesses will lower the immune system and make people more susceptible to catching coronavirus. If someone has coronavirus and a common cold at the same time it will make it much easier for them to spread the virus.
- G. Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that air conditioning systems are maintained and running effectively.
- H. Where air condition systems are not working or not fitted, natural ventilation will be used (e.g. opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather permitting.
- I. Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation.

6) Travelling to and from work/school

- A. Parents and student have been encouraged to avoid public transport and to use alternative modes of travel where possible.

- B. Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible. The school bus has been made available to staff without means other than public transport.
- C. Staff, parents and pupils/young people have been advised to wear face coverings/ masks when travelling on public transport and social distancing cannot be maintained. They have been advised not to touch their face whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the Coronavirus (COVID-19): safer travel guidance for passengers.
- D. Transport providers (if and when necessary for field trips or school outings) have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of coronavirus
- E. We have confirmed, as far as possible, that our transport providers follow hygiene rules and try to keep distance from their passengers
- F. We have confirmed, as far as possible, that our transport providers are taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, e.g. when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts

7) Protecting staff most at risk of contracting COVID-19

- A. Education staff, who have been classified as clinically extremely vulnerable to COVID-19, because they fall into one of the groups below, must be 'shielded' and are not to attend site. They must remain working from home.
 - i) Solid organ transplant recipients.
 - ii) People with specific cancers:
 - (1) people with cancer who are undergoing active chemotherapy
 - (2) people with lung cancer who are undergoing radical
 - (3) radiotherapy
 - (4) people with cancers of the blood or bone marrow
 - (5) such as leukemia, lymphoma or myeloma who are at any stage of treatment
 - (6) people having immunotherapy or other continuing antibody treatments for cancer
 - iii) people having other targeted cancer treatments
 - iv) which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - v) people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
 - vi) People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
 - vii) People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
 - viii) People on immunosuppression therapies enough to
 - ix) significantly increase risk of infection.
 - x) Women who are pregnant with significant heart disease, congenital or acquired.
- B. Education staff who are classified as clinically vulnerable (but not clinically extremely vulnerable), who are at higher risk of severe illness from coronavirus should support remote education, by carrying out lesson planning or other roles which can be done from home.
- C. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible.
- D. If clinically vulnerable (but not clinically extremely vulnerable) individuals choose to take on a role that does not allow for social distancing to be strictly observed, an individual risk

assessment will be carried out with the member of staff and it will be discuss with them whether this involves an acceptable level of risk

8) Protecting pupils/students most at risk of contracting COVID-19

- A. Children and young people, who have been classified as clinically extremely vulnerable to COVID-19, because they fall into one of the groups below, must be 'shielded' and are not to attend school. They are to remain at home and receive remote education.
- i) Solid organ transplant recipients.
 - ii) Those with specific cancers:
 - (1) people with cancer who are undergoing active chemotherapy
 - (2) people with lung cancer who are undergoing radical radiotherapy
 - (3) people with cancers of the blood or bone marrow
 - (4) such as leukemia, lymphoma or myeloma who are at any stage of treatment
 - (5) people having immunotherapy or other continuing antibody treatments for cancer
 - (6) people having other targeted cancer treatments
 - iii) which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - iv) people who have had bone marrow or stem cell
 - v) transplants in the last 6 months, or who are still taking immunosuppression drugs
 - vi) People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
 - vii) People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
 - viii) People on immunosuppression therapies enough to significantly increase risk of infection.
 - ix) Women who are pregnant with significant heart disease, congenital or acquired.
- B. The parents of clinically vulnerable (but not clinically extremely vulnerable) children, who are at a higher risk of severe illness from coronavirus, are responsible for following medical advice and communicating this advice to schools, whether it be that their child must remain at home or they can attend school and the specific preventative measures that would need to be in place. An individual risk assessment will be carried out for these pupils

9) Preventing the spread of COVID-19 by those living with shielded or clinically vulnerable people

- A. If a child/young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they will be able to attend site, provided that all social distancing and hygiene protective measures are in place.
- B. If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, they shall only attend work or education if stringent social distancing can be adhered to. An individual risk assessment on the child and their specific home circumstances will be carried out to help determine this.
- C. If children/young people do not have the capacity to understand and adhere to instructions on social distancing and hygiene they will not be able to attend and will instead be supported to learn or work at home. An individual risk assessment for these groups will be carried out to ascertain their suitability to attend school.

10) Use of PPE as a protective measure

- A. Staff will not need to wear eye protection, face coverings or face masks as a preventative measure, except in situations where they would normally wear such items.
- B. Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded and supplies are in high demand by those in sectors of the community that really need them).
- C. Children, young people and students whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way.
- D. If a child, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask (FFP3, FFP2 or N95) should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (e.g. goggles or a face shield) will also be worn.

11) Ensuring that plans for the safe return to school are communicated effectively

- A. It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)
- B. Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- C. Parents and young people have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- D. It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)
- E. Parents and children have been encouraged to use education resources such as the (Id covid website) and PBI edupage school website resources to learn about coronavirus safety in a fun and child accessible way.
- F. The school will be using the (Id covid website) and PBI edupage school website to induct children when reoccupying the school.
- G. Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to Coronavirus (COVID-19): safer travel guidance for passengers
- H. Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- I. Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers
- J. It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this

- K. Children/young people will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition.

12) Someone becoming unwell at a school or education setting

- A. If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection .
- B. If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with appropriate ventilation and adult supervision if required.
- C. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people or temporary screens erected
- D. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment.
- E. PPE will be worn by staff caring for the child while they await collection, if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).
- F. In an emergency, the school will call 110 if they are seriously ill or injured or their life is at risk.
- G. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (in which case, testing is available) or the child subsequently tests positive.
- H. Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

13) Confirmed case of coronavirus in a school or education setting

- A. Contact with anyone displaying COVID-19 symptoms or individuals who are generally unwell will be avoided by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend site.
- B. When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 14 days and their fellow household members to self-isolate for 14 days.
- C. All staff and pupils/students who are attending an education or childcare setting should have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.
- D. If a child/young person or staff member tests negative, they can return to school and their fellow household members can end their self-isolation.
- E. If a child/young person or staff member tests positive, the rest of their class at school be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child/young person or staff member they live with in that group subsequently develops symptoms.
- F. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.
- G. If necessary, it may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure.